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NASA Procedural Requirements

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 (NASA Only)**Subject: NASA Energy Management Program****Responsible Office: Environmental Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

Chapter 1. Energy Management Program Roles and Responsibilities

1.1 Roles and Responsibilities

The roles and responsibilities of senior management are established in NPD 1000.0 Strategic Management and Governance Handbook, NPD 1000.3 The NASA Organization, and NPR 8553.1 NASA Environmental Management Systems. This Chapter describes key roles and responsibilities for establishing, assigning, and maintaining EM Program requirements. Responsibilities specific to a position title may be delegated by the responsible person.

1.2 Headquarters

1.2.1 The Assistant Administrator for Strategic Infrastructure shall:

- a. Approve the Agency energy strategy and advocate for its implementation.
- b. Provide leadership and advocacy for sufficient resources for executing the EM Program, investments and methods to meet Agency energy goals.
- c. Report annually to the NASA Administrator on the adequacy and effectiveness of the EM Program in implementing EO 13514 Federal Leadership in Environmental, Energy, and Economic Performance and other external requirements.
- d. Approve investment recommendations as submitted by the Director Environmental Management Division (EMD) and the Director Facilities Engineering and Real Property Division (FERPD).
- e. Approve the final energy component of the Planning, Programming, Budgeting, and Execution (PPBE) submittal to Office of Chief Financial Officer (OCFO).
- f. Concur on submitted Environment and Energy Functional Reviews (EEFR).
- g. Approve energy performance reports submitted to external entities.
- h. Approve NASA comments for proposed energy legislation.

1.2.2 The Director NASA Management Office (NMO) shall ensure JPL (an FFRDC) contracts and subcontracts include energy requirements specified in Federal laws and regulations, EOs, and NASA NPD's and NPR's.

1.2.3 The Director EMD shall:

- a. Recommend Agency energy strategy alternatives that achieve NASA's energy goals.
- b. Ensure that NASA's EM Program is consistent with Federal legislation and regulations, EOs, and NASA policies and procedures.
- c. Provide policy, guidance, and direction for the EM Program.

- d. Analyze energy objectives and risks and establish management controls for the EM Program.
- e. Review investment recommendations developed by the Agency Energy Program Manager and submit to the Assistant Administrator for Strategic Infrastructure.
- f. Prepare and submit final PPBE submission as approved by Assistant Administrator for Strategic Infrastructure to OCFO.
- g. Review and submit to the Assistant Administrator for Strategic Infrastructure, energy performance reports for submittal to external entities.
- h. Appoint the Agency Energy Program Manager.
- i. Serve as co-sponsor to the NASA Energy Efficiency Panel (EEP)
- j. Approve the Center Energy Conservation Performance Plans (ECPP) template.
- j. Communicate and coordinate with the Director FERPD to assure EM Program effectiveness.
- k. Sign and approve EEFR reports.

1.2.4 The Agency Energy Program Manager shall:

- a. Provide Agency energy strategy alternatives to meet the energy goals in the most effective and efficient manner.
- b. Provide functional leadership, program advice, and technical assistance to the Agency on energy policy and the strategy to meet energy regulations and external mandates.
- c. Perform EEFRs at Center/Component Facilities as required per NPD 8500.1 sec 5.c (8).
- d. Provide guidance describing processes and methods by which NASA or external energy requirements may be met.
- e. Recommend energy efficiency and conservation goals for the Agency to the Director EMD.
- f. Prepare and submit to the Director EMD, external reporting documentation as required by Federal law and regulations.
- g. Conduct studies and assessments to identify potential projects and investments that support energy efficiency, conservation, and renewable energy goals and objectives. Evaluate proposals and recommend projects for investment or financing consideration.
- h. Review Center/Component Facility ECPP and Emergency Energy Security and Conservation Plans.
- i. Monitor Agency energy performance objectives, milestones, metrics, and measures.
- j. Maintain the NASA Environmental Tracking System (NETS) Energy Module to collect, organize, search, and report energy data and progress from the established baseline.
- k. Assure energy comprehensive audit, project performance data, and benchmarking data are entered into the Department of Energy Compliance Tracking System (CTS).
- l. Support the Center co-chairs of the NASA EEP with policy, planning, and program requirements.
- m. Communicate and coordinate with the Energy Program Manager for Facility Projects and Utility Services to assure EM Program effectiveness.

1.2.5 The FERPD Director shall:

- a. Ensure the implementation of the -approved Agency energy strategy.
- b. Ensure that NASA's energy investment projects are managed consistent with Federal legislation and regulations, EOs, and NASA policies and procedures.
- c. Review investment recommendations developed by the Energy Program Manager for Facility Projects and Utility Services and submit to the Assistant Administrator for Strategic Infrastructure.
- d. Approve Center/Component Facility energy related facility projects and leases per NPD 7330.1, NPD 8800.14, NPR 8800.15, and NPR 8820.2.
- e. Report on sustainable design and construction of facilities to Assistant Administrator for Strategic Infrastructure.
- f. Serve as co-sponsor to the NASA EEP.
- g. Review Center and Component Facility utility service and commodity procurements including system privatization in coordination with the Office of Procurement in accordance with NASA FAR Supplement Part 1841.

- h. Ensure that NASA facilities engineering policy and practices support reducing energy risk to mission and pursuing life-cycle cost-effective compliance with external energy requirements.
- i. Approve utilization of lease net revenue in accordance with NPR 8800.15.k. Appoint the Energy Program Manager for Facility Projects and Utility Services.
- j. Communicate and coordinate with the Director EMD to assure EM Project implementation.

1.2.6 The Energy Program Manager for Facility Projects and Utility Services shall:

- a. Recommend methods and procedures to implement the Agency energy strategy.
- b. Provide functional leadership, program advice, and technical assistance to the Agency on energy investments, managing energy projects, and utility acquisitions.
- c. Monitor Agency energy project performance, milestones, and metrics.
- d. Provide guidance for the implementation of energy services agreements, contracts, and financing, such as Energy Savings Performance Contract (ESPC) and Utility Energy Services Contract (UESC) projects, and the use of Enhanced Use Lease (EUL) authorities for funding energy projects.
- e. Assist Center/Component Facility utility service and commodity procurements including system privatization.
- f. Provide guidance on facilities operations and maintenance processes that support energy efficiency and conservation goals and renewable energy goals.
- g. Recommend incorporation of technology and systems into facilities projects that reduce energy consumption and increase the use of alternate and renewable energy sources.
- h. Prioritize energy project proposals within available resources and recommend alternative financing methods when appropriate.
- i. Provide oversight of Agency energy project implementation and energy-related leases.
- j. Support the Center co-chairs of the NASA EEP with energy program activities. k. Communicate and coordinate with the Agency Energy Program Manager to assure EM Program effectiveness.

1.2.7 The EEP will review and comment on Agency energy policies, strategies, recommended priorities, implementation plans, practices, and address issues.

1.3 Center/Component Facility

1.3.1 The Center Director shall:

- a. Appoint the Center Energy Efficiency Team (EET).
- b. Approve Center/Component Facility energy policy.
- c. Assure adequate management and financial resources are dedicated to meet energy security requirements.
- d. Approve and submit to the EMD Director an ECPP prepared according to the approved template.
- e. Ensure the Center implements purchasing procedures in accordance with NPR 8530.1, Affirmative Procurement Program and Plan for Environmentally Preferable Products.
- f. Ensure contractors, grant recipients, or parties to agreements meet current energy requirements specified in Federal laws and regulations, EOs, and NASA NPRs.
- g. Ensure that personnel involved in the initiation and execution of Energy Savings Performance Contracts (ESPC) or Utility Energy Savings Contracts (UESC) are knowledgeable and trained in the process. Specialized training is offered through the Department of Energy (DOE).
- h. Ensure that projects utilizing ESPC/UESC follow DOE guidance and contract management tools.

1.3.2 The Center Energy Manager shall:

- a. Implement a Center/Component Facility Energy Management Program to meet requirements of this NPR.
- b. Develop energy investment proposals from energy audit results and coordinate implementation through appropriations or alternative financing mechanisms.
- c. Prepare the Center/Component Facility energy budget in accordance with the PPBE process and guidance.
- d. Submit energy performance data in a timely, complete, and accurate manner in response to Agency data calls.

- e. Communicate approved Center/Component Facility energy procedures to employees and contractors.
- f. Lead the EET and represent their Center/Component Facility on the NASA EEP.
- g. Coordinate with Center Master Planners to optimize energy efficiency in accordance with NPR 8810.1, Master Planning Procedural Requirements and ensure that impacts from installed energy conservations measures are taken into consideration.
- h. Obtain and maintain training in accordance with the Federal agency energy management training requirements of 42 U.S.C. § 8262 c.
- i. Coordinate utility service and commodity procurements in collaboration with Center Procurement officials.
- j. Coordinate utilities management involving the local utility suppliers and incorporating utility-provided energy audits, metering, fuel switching, load management, rebate programs, rate structuring/switching and alternative financing options.
- k. Report Center/Component Facility energy efficiency and conservation results into NETS.
- l. Review and approve utility bills.
- m. Establish and monitor Center level energy performance objectives, milestones, metrics, and measures.
- n. Ensure that contracting officer on energy savings performance contracts, utility service contracts, or commodity contracts are notified of changes to facilities, such as the addition or removal of buildings, affecting the contracts.
- o. Ensure that contracting officers or contracting officer representatives for energy savings performance contracts, utility services contracts, or commodity contracts are included on invitations to the EEP meetings.

1.3.3 The Office of Procurement shall:

- a. Ensure that the specific training e.g. training sponsored by the Department of Energy is completed by Contracting Officer, Contract Specialist, Contracting Officer Representative when administering and/or awarding Energy Savings Performance Contracts or Utility Energy Savings Contracts.
- b. Ensure that Contracting Officer, Contract Specialist, and Contracting Officer Representative review Measurement & Verification (M&V) reports as required in ESPC/UESC contracts and take appropriate action as needed.
- c. Ensure that Contracting Officer, Contract Specialist, and Contracting Officer Representative modify ESPC/UESC contracts based on changes to facilities, such as the addition or removal of buildings, affecting the contracts per notification from the Center energy manager.

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